

February 11, 2004

MEMORANDUM FOR

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From:

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Subject:

Monthly Activity Report — January 2004

HIGHLIGHTS

We drafted three 2002 Census of Governments reports: Vol. 3–1 (*Employment of Major Local Governments*), Vol. 3–2 (*Compendium of Public Employment*), and Vol. 4–6 (*Finances of Public Employee Retirement Systems*).

The emphasis in the Finance Phase of the Census of Governments shifted from collection to editing. The staff has set a goal of mid-May for completing the editing phase in order to allow ESMPD enough time to produce a sample for the 2004 Annual Finance Survey.

We released second quarter data for the Quarterly Retirement Survey on the Internet.

GOVS and ESMPD staffs developed, on schedule, the new Public Employment sample for the March 2004 survey.

Respondents began using the Internet-based collection instruments for the survey *Quarterly Summary of State and Local Government Tax Collections*. We are obtaining as much as a 25% Internet response rate for many surveys.

The staff is deeply involved in the three Finance Survey initiatives—E-Basics, Redesign, and Central Collection.

We delivered the “one-year-later” historical data file for the 2001–2002 Common Core of Data School and Agency Survey to NCES on January 8.

SECTION 1. RECURRING PROGRAMS AREA (RPA)

2002 CENSUS OF GOVERNMENTS

2002 Census — Organization Phase (Census Volume 1, Number 2). Though we did not submit any additional states to ACS, staff continued to make progress in completing the state descriptions. The completion of a LAN system tool will allow us to release these over the Internet on a flow basis.

2002 Census — Employment Phase. Staff reviewed tables and text for the *Compendium of Public Employment* (Vol. 3–2) and *Employment of Major Local Governments* (Vol. 3–1). These reports will likely be completed as scheduled. We provided these data for a major outlet we use for our information, the well-known biennial *Book of the States*, produced by the Council of State Governments (CSG). Our own reports will precede the CSG’s release by a few months.

2002 Census — Finance Phase

Local Government Finance Data. Staff efforts remain focused on processing and data review. We set a goal to finish this work by mid-May so that we can draw a new sample for the 2004 Annual Finance Survey. We are dedicating staffs in both NPC and GOVS to this work, including overtime in GOVS. There is a grand total of about 74,000 governments that require loading. Of this, we have currently loaded slightly more than 60% (46,600). The bulk of the remaining units that we need to load consists principally of several large central collection states, such as California, Illinois, and Michigan, where we have the data but have not reached the point of loading them. We are working with New York officials to obtain the electronic files. Of the grand total, we have reviewed and passed slightly more than 37% (27,800). NPC worked principally on this review work since mid-January, when it finished the 2003 Annual Employment Survey review. We are trying some minor modifications of the edit specifications to see if we can eliminate a number of edit problems without harming the output.

State Government Finances. Analysts completed the compilation of the final two basic source files for Rhode Island (expenditure data) and Vermont (revenue data). In both cases, the states had implemented an entirely new accounting system, which impacted the timeliness of their submissions and required more time to analyze. We are now reviewing and adjusting the data.

The staff members are making an extremely thorough review for this year which, though time consuming, has significantly improved the data quality. They uncovered and corrected coverage, tabulation, and electronic submission processing application problems. This staff has a large number of relatively new employees with limited experience, but it is making great strides at mastering compilation procedures, envisioning the need for newer and simpler methods of controlling and compiling data, and establishing contact with appropriate state officials. They are grappling with new industry accounting standards promulgated by GASB that most states used for the first time in FY 2002. These new rules give us improved coverage, but provide less detail for the variables we need to compile.

We contacted Census PIO to start the press release process. PIO is leaning toward a press release with this report. In the recent past, we have just used a tip sheet announcement.

Major Local Government Finances. We now have complete basic sources for all of the major local governments. We developed data for the missing unit, Boston, from data supplied to us by the state government in the central collection submission. In addition to the basic sources, we identified about 20 minor missing sources, a slight improvement over last month.

We have completed the compilation work for 37 of the 48 units. Analysts are working on the basics for eight units (in progress); three remain to be started. We held off most of the "close out" work for these units during January, instead focusing on the state governments.

Imputations. We are working with ESMPD to clarify procedures for imputations. The final procedure we need clarified concerns debt data. ESMPD is testing five states (AL, AR, IA, ID, NM).

Finances of Public Employee Retirement Systems (Vol. 4–6). Staff members completed the initial table runs, which they are now reviewing.

STATE AND LOCAL GOVERNMENT FINANCE

2001 State and Local Finance Estimates. In accordance with our current revision policy, we decided not to coordinate the state file with the state/local file at this time. We will continue to maintain the existing data sets until we make the final revisions to the 2001 data.

2001 State Government Finances. Analysts found several needed revisions for the 2001 data, based on classification changes and/or revised data provided by the states. These came to light during the review of tabulations for FY 2002.

2003 ANNUAL FINANCE

State and Local Government Finances. NPC started nonresponse telephone follow-up in mid-January, concentrating initially on local retirement systems and counties. As has been the case in recent years, we are finding an increasing number declining to participate, citing the voluntary nature of the survey. However, about 450 units responded by supplying published financial documents in lieu of completing the form. This trend is changing the dynamics of our compilation and processing system by putting additional pressure on our ability to extract data from published documents. Though we are loading units reporting electronically into the Non-Jacket system, we have put the data review on hold pending completion of the 2002 Census. We are very pleased with the electronic Internet reporting option; about one quarter of the respondents are using this method.

State Government Finances. We obtained full basic source files for six more states during January, bringing the total for which we have obtained basic sources to 29. We received a few supplemental sources.

State Government Tax Collections. We have 44 full responses, an increase of ten during January. We have compiled, posted, and reviewed the data for 35 of these states. For the six states still outstanding, we expect to compile three from source documents—one expected (KY) and two not (CA and OK)—and that the remaining states will submit forms as usual.

Major Local Government Finances. We have basic sources for 23 units, an increase of one during the month (Alameda County, CA). Though we are continuing data collection, we are compiling data for basic and supplement sources on a time-available basis only.

Public Employee Retirement System Finances. The current response rate is 17% for the systems administered by local governments (176 of 1,027 systems). NPC has begun to make nonresponse follow-up telephone calls. For state-administered systems, the current response rate is 26% (58 of 220 systems). NPC revised data entry screens and began keying data.

2004 ANNUAL FINANCE

State and Local Government Finances. The only involvement in this survey relates to our central collection states where the local governments have early fiscal years. Indiana forms have started to flow into NPC. The staff is revising forms according to our agreements with Georgia and Missouri. We stand at six (out of 18) states completed for this work.

QUARTERLY FINANCE SURVEYS

Quarterly Survey of State and Local Government Tax Collection

New Processing System. Analysts continued documenting the new processing system, completing the state government (F-72) component except for the final review. The documentation includes a description of the Web-based collection application. We are reviewing this now and continuing work on the other processing components, local property tax collection (F-71) and major local government taxes (F-73).

Survey Work. NPC completed the 2003 Q4 mailout for the local government components (F-71 and F-73) during the first week of January, as scheduled. We dispatched the state government mail in late December. Response rates are 48% for the local property tax component (2,770 submissions, with 270 Web-based), 54% for the major local tax component, and 53% for the state governments. The implementation of the new Web-based collection appears to be going very well. This new methodology prompted only a handful of telephone calls due to technical problems.

Quarterly Survey of Public Employee Retirement System Finances

Second Quarter 2003. We completed the review of the data and released the tables on the Internet, as scheduled. We forwarded the data to FRB.

Third Quarter 2003. The response rate is 68%. Analysts are editing the data submissions, and we are continuing telephone follow-up to nonrespondents.

Fourth Quarter 2003. We provided NPC with a flyer about reporting on the Web site that will be included as part of the mailout. We mailed the fourth quarter forms from NPC on January 9, as scheduled.

ANNUAL STATE AND LOCAL GOVERNMENT EMPLOYMENT

2003 Annual Employment. The response rate is 76%. More than 27% of the 12,600 responses are over the Internet. Connecticut is the only outstanding central collection state. GOVS staff continues to edit data; NPC completed the edit work in mid-January.

2004 Annual Employment. Work is in preparation for the March mailout and subsequent processing. As scheduled, ESMPD drew the new sample for the 2004 processing cycle and is currently reviewing it. Our staff reviewed specifications for NPC processing. We are instituting one additional edit check on average pay for “All Other School System Employees” and “Instructional Employees.” We had hoped to revise the Web-based data

collection screens for a new platform, but we will have to use the old platform due to unexpected problems. Finally, the staff completed the review of address corrections and applied them to the GID.

REIMBURSABLE SURVEYS

2002 MEPS. We have received 459 completed responses (64%), including 39 states. The staff continued to work on nonrespondent follow-up, extracting and transcribing brochure data, and manually editing the certainty questionnaires on a flow basis. To date, we have extracted 63% of the total plans expected. We sent two additional batches, containing 25 questionnaires each, to NPC for data entry. This brings the total to six batches (200 questionnaires). GOVS staff met with EPCD to discuss non-certainty units reporting problems on retiree questions. We had an additional meeting to review the schedule and possible improvements.

2003 MEPS. AHRQ decided not to change the wording on the retiree portion of the questionnaire, so it will remain a family of "two." The programmers made the necessary changes to the sample selection programs. We updated the 2002 Employment file for the MEPS sample universe.

OTHER RPA ACTIVITIES

E-Basic Initiative. The E-Basic (Electronic Basic sources for data) application will be a new component of GOVS' GPS. In the E-Basic application, we are designing and building a standard method (via a reasonably generic processing application) for capturing large financial data files of state and large local (jacket) governments. We made more progress this month with the rollout of a prototype system using source files for Utah. Our analysts gave the programmers additional data for Alabama during January.

Finance Redesign Initiative. The purpose of this initiative is to reconceive what we collect in the finance program and to develop more efficient methods of processing data. The team met several times during January. A subgroup completed initial work on an important subproject involving variables to be collected and tabulated in the finance surveys. When documented, the full team will review this work. The results of this subproject will simplify data collection and processing by:

1. Eliminating the problem of developing national total estimates for variables that we collect only from a subset of all governments;
2. Eliminating within-type-of-government discrepancies in what we collect; and
3. Eliminating discrepancies for level of government collection and processing.

This will bring us in better alignment with Census Bureau statistical standards, simplify our public release data files, and reduce the number of forms that we use. We will identify the implications of each decision about which variables to collect and process, allowing us to make better decisions about the cost and timing of the redesign.

Central Collection Initiative. We are using this initiative to review how we obtain, monitor, and process the central collection data which are such a key element in the finance surveys. Based upon our detailed 2002 and 2003 central collection schedules, we reviewed our progress, state by state. This continues to help us to monitor our activities. We began discussions concerning measuring resources devoted to each of our central arrangements. Initially, the staff will document Indiana.

Classification and Government Organization. We handled several requests from outside the Bureau for 2002 Census of Governments listings and government organization information.

Data Requests. We received data requests from the Homeland Security area of GAO, the economic advisors to the president, and the NAFTA area of the USDA.

Releasing Data Through the Internet. The Bureau's Internet staff has not yet added GOVS data into the Quick Link system. We are still holding in abeyance additional work on an interactive system to access historical employment data because of lack of resources and other priorities.

Peer Reviews. We have nearly completed an internal peer review schedule for CY 2004.

Finance Classes. This continuing class is going very well, with attendees giving positive feedback.

SECTION 2. SPECIAL STATISTICS AREA (SSA)

EDUCATION STATISTICS

The following programs are sponsored by the National Center for Education Statistics (NCES), Department of Education (DOEd).

Common Core of Data (CCD) Nonfiscal Surveys

2002–2003 Education Agency, School Universe, and State Nonfiscal Surveys. We are currently reviewing comments sent by NCES on the school and agency deliverables. Work has started on the requested changes, which include the following: creating a “total diploma” imputed value for Albuquerque, NM; creating imputed staff values for New York City in the 100 largest publication tables; and updating incorrect reported data values. We sent the school file to GEO for geocoding on January 14 and received a file on January 21 for assigning codes. We assigned the locale codes, metro status codes, CBSA assignments, and district locale codes on January 28. We expect to deliver the second iteration of school and agency deliverable files in early February.

Work has begun on the 2001–2002 dropout/completer deliverables (data reported on the 2002–2003 CCD). We updated the data file creation program to display “M” as –1 and “N” as –2, as requested by NCES. We began updating our programs and the spreadsheet macros for the dropout/completer publication tables which NCES has renumbered since last year.

We continue to await comments on the imputed SNF file sent to NCES last month.

2003–2004 Education Agency, School Universe, and State Nonfiscal Surveys. We are currently creating all necessary data files, templates, software, manuals, and edit documents provided on the Census Web site for the 2003–2004 collection. We began testing the SNF Web form.

2001–2002 Historical Files. We delivered the 2001–2002 school and agency “one-year-later” historical files to NCES on January 8. It included changes from states during their 2002–2003 edit verification process. For the school file, we revised the following states: KY, MA, NM, NY, OR, SC, TN, and MP. For the agency file, we revised the following states: DC, KY, MO, NJ, NC, OR, and SC. NCES provided comments on this file on January 9, and Census provided responses on January 12. We sent the “one-year-later” SNF revised file to ESMPD for imputation on January 23.

Other CCD Nonfiscal. Census staff reviewed the post-edit document, and we are currently applying cosmetic updates to the document. We continue to develop the Web-based table review system, where Census and NCES exchange table review comments. During the month, we met with NCES staff to discuss the status and progress of the CCD surveys.

National Public Education Finance Survey (NPEFS)

FY 2001 NPEFS. NCES requested that we update the reported data and rerun the imputations after we close out FY 2002 data collection.

FY 2002 NPEFS. Due to a problem with the reported data file, we took down the original imputed data Internet site and reran the imputations. When we put them back on the site, we sent out an e-mail and a newsletter announcement to notify respondents that we needed them to review the imputations a second time. The final day for respondents to view the imputed data was Friday, January 30.

NCES requested that we include a list of every state’s fiscal year with the state’s notes table in the file documentation. We will deliver the file documentation to NCES one week after we finalize the imputations.

FY 2003 NPEFS. The first version of the fiscal data plan should be available by early February.

Work continues with the programming staff to review the allocation procedures in the crosswalk software. Work continues on the Crosswalk Manual. Updates include new features and an additional crosswalk information section.

We sent a summary of changes that we made to the NPEFS Instruction Manual to NCES for its review. NCES reviewed the changes and made favorable comments, as well as some suggestions that we will incorporate into the manual.

School District Finance Survey (F-33)

Historical F-33 File Documentation for NCES. NCES approved the 2001 record layout that we sent in December. This will serve as a template for all future and past file documentation. Using the new record layout, staff created a new FY 2001 file. The file contains new nonfiscal variables, variable labels, and charter school data. We will deliver the file and the full, revised, file documentation to NCES by the beginning of February.

FY 2001 School Finance Survey. Staff began updating the SAS programs designed to supplement the FY 2001 federal data with detail from the GEPA file. We obtain this file from Westat every two years. We are waiting for documentation on new GEPA programs before we can move forward on this whole process. We will update both the 2001 and 2002 data files for NCES with the program detail from the GEPA file.

FY 2002 School Finance Survey. Staff is reviewing final edits on the file of individual districts downloaded from StEPS. We are researching issues on a few districts. We had questions concerning state payments made on behalf of the districts in Arkansas and West Virginia. Once answered, we began moving forward with the processing of these data. After that process is completed, we will run another set of edits on the file containing the state payments' adjustments. We have started the process of reviewing the charter school edits.

We are currently working with ACSD to produce our 2002 publication. Staff sent ACSD Excel spreadsheets of the tables we will need. ACSD produced PDF files for our review. We returned revisions and they created new PDF files based on those changes. We are currently reviewing the revised PDF files. We are waiting for ACSD to send us a file that will show the format in which they want us to submit our data.

FY 2003 School Finance Survey. We received responses to our F-33-1 form from 26 states. The F-33-1 asks states if they will be participating in the FY 2003 F-33 survey and how they will submit their data. We received data from one state this month (MN).

The response rate for the F-33L1, L2, and L3 forms (debt and asset supplementary data) is 62%.

Project staff is keying data to a spreadsheet as we receive them from NPC. We merge these data with the data received from the SEA for processing in StEPS.

Other Branch Activities. We continue to meet monthly with NCES staff to discuss NPEFS and F-33 survey status and issues

LIBRARY STATISTICS

Public Libraries Survey (PLS)

FY 2002. The post-edit follow-up was completed on January 12. For this collection, NCES identified several potential problems for the states to resolve that Census did not define as edit conditions in either the software or internal edits. We are making these items high priority for edit research done by ESMPD. We will incorporate these changes into our FY 2003 internal run programs.

We delivered the second iteration of the unimputed file to the NCES on January 14. We sent both suppressed and unsuppressed versions, which is different from previous years, because of the tight time constraints. At the request of NCES, we checked for invalid Web addresses and deleted those that were not "active." At this time, we do not have established guidelines from NCES that define an active address. The only criterion we used was if the address "linked" to an actual site. There are a few issues with this approach, but since the data element does not have a sufficient response rate for release, we did no additional editing. We will work with NCES to refine the definitions and edits in the future. We received comments on the file from NCES, applied them, and sent a third iteration on January 28.

We continue to review the feasibility of using the cell medians, rather than cell means, for imputations. We are planning to send recommendations to NCES in February.

FY 2003. We received and processed two responses to date. Census staff continues to help respondents with their submissions.

Other PLS. At the December FSCS Committee meeting, many SDCs felt that the edit follow-up process was unnecessarily burdensome. We started developing a presentation for the March FSCS Steering Committee meeting on how the edit follow-up process works and why repeated requests are necessary.

Programming staff continues to work on standardizing edits that we can run on imputed or unimputed data files. We continue to develop specifications and procedures for PLS processing and programming.

State Library Agencies (StLA) Survey

FY 2002. The publication continues through the NCES adjudication process. NCES anticipates release in early February.

FY 2003. To date, 50 of the 51 states have registered, and 31 states have “locked” their data for Census to review. Sixteen states are in the process of reporting data. Census and NCES edit review has been completed for 14 states. We continue to send weekly updates to NCES, NCLIS, J.D. Waggoner (COSLA representative), and Barratt Wilkins (Chair of the StLA Steering Committee). The report is available on the NCLIS Web site for Chief Officers and respondents to review the status of their state.

NCES approved the edit research proposal that Census provided in November.

To date, 50 states have sent in their Key Holder information. At our request, J.D. Waggoner sent an e-mail to the Chief Officer of Vermont, requesting them to give us Key Holder information.

Other. We continue to await comments from the task force chair (Peggy Rudd) regarding the new e-metric data reported in the FY 2002 collection.

In December, Census sent NCES a memorandum suggesting StLA survey processing improvements to facilitate earlier release of the data. An inquiry from IMLS and COSLA prompted this memorandum. Census and NCES will meet in February to discuss how NCES and Census can make improvements.

Academic Libraries Survey (ALS)

FY 2002. There have been multiple iterations of the imputed file. We expect a new file for review on January 29. If everything looks correct on this iteration, we will run the imputations in production. We now anticipate delivery of the imputed file to NCES in late February.

We compared the ED TABS run earlier on the reported file with tables run by ESMPD. The totals in the tables were a match, or very close. When NCES approves the final imputed file, we can run the ED TABS in production.

FY 2004. Patty O’Shea attended the semiannual ALA Advisory Committee meeting in San Diego on January 9. The committee decided on some changes to definitions and instructions on the form and added five ACRL information literacy questions to the form.

CRIMINAL JUSTICE STATISTICS

The following programs are sponsored by the Bureau of Justice Statistics (BJS), Department of Justice.

National Judicial Reporting Program (NJRP)

2002 NJRP. The response rate is currently 93%. We were unable to get a commitment from Marion, IN (replacement provider), but our original provider, Fresno, CA, was able to submit. We continue to update

crosswalks, recode and reformat data receipts, and edit receipts on a flow basis. BJS continues its review of the preliminary file. We anticipate receipt of comments in mid-February.

As of December 31, we have spent \$394,022, representing 63% of the contract amount. This project is currently on schedule and within budget.

National Prisoner Statistics (NPS)

2003 NPS-1B. Our response rate is 57%. Nonresponse follow-up and editing operations will begin next month. Edit specifications were written and programmed.

2003 NPS-1. The 2002 NPS-1 form was updated by BJS for 2003 and sent to Forms Design. The form received final approval by BJS staff. The Web form will serve as a data entry and check-in tool. We are preparing to mail the NPS-1 package in early February. We have requested the draft cover letter from BJS. Table and edit specifications were prepared.

As of December 31, we have spent \$57,831, representing 77% of the contract amount. This project is currently on schedule and within budget.

2003 Web Development. Programming staff continues to make additional enhancements to the analyst page to track updated respondent notes and prior-year data. The NPS-1B Web form is available to respondents. Staff continues to work on the Web development for the NPS-1 form, which is due for completion by late January.

As of December 31, we have spent \$30,399, representing 61% of the contract amount. This project is currently on schedule and within budget.

Annual Survey of Jails (ASJ)

2003 ASJ. There was no activity on this project this month.

As of December 31, we have spent \$208,819, representing 100% of the contract amount. This project was completed on schedule and within budget. The slight overage of \$819 is due to an error in charging. We have submitted corrections that will be reflected in the next report.

Deaths in Custody

2002 Deaths in Custody — Local. There was no activity on this project this month.

As of December 31, we have spent \$151,050, representing 101% of the contract amount. This project is currently on schedule. The slight overage is due to an error in charging. We have submitted corrections and continue to wait for them to be reflected in the financial reports.

2003 Deaths in Custody — Local

Web Development. BJS completed Web testing; the online form was revised based on their comments. The Web-reporting option for the CJ-9A and CJ-10A Web forms is complete and is now available for respondent use.

Quarterly Reports. We continue to receive, check in, and key responses for the quarterly forms. We have instructed respondents not to report zero deaths, therefore, we will only provide statistics about reported deaths. To date, we have 473 reported deaths.

Annual Summary. The Annual Summary forms were mailed to local, private and multi-jurisdictional jails. The check-in file was set up and staff is working on edit specifications. The overall response rate for both annual questionnaires is 9%.

As of December 31, we have spent \$ 90,657, representing 88% of the contract amount. This project is currently on schedule and within budget.

2003 Deaths in Custody — State

Quarterly Reports. The response rate for each quarter is 100%, 96%, 92%, and 6%, respectively. We continue to receive, check in, and key responses for the quarterly reports.

As of December 31, we have spent \$64,100, representing 85% of the contract amount. This project is currently on schedule and within budget.

Criminal Justice Expenditure and Employment (CJEE)

2000 CJEE. We delivered the final data file and documentation to BJS.

2001 CJEE. We delivered the final data file and documentation to BJS.

We reviewed some tables generated by BJS for its 2001 report. We provided some custom data that were not available in 2001 because of the Finance sample change. We spotted errors on the prior-year data in one of the trend tables and provided the accurate figures to BJS.

As of December 31, we have spent \$153,816, representing 81% of the contract amount. This project is currently on schedule and within budget.

Census of Adult Probation and Parole Agencies, 2005. Staff continues verifying and updating respondent information and research involving the organizational structure of each state's probation and parole systems. January's meeting with BJS was rescheduled for early February.

As of December 31, we have spent \$17,116, representing 3% of the contract amount. This project is currently on schedule and within budget.

Survey of Administrative Records on Sexual Assault, 2004. ESMPD staff is working with BJS on the proposed sample design for the Juvenile Facility portion of the administrative records survey. Staff forwarded the sample design to BJS, and we await comments.

As of December 31, we have spent \$18,790, representing 3% of the contract amount. This project is currently on schedule and within budget.

JUVENILE JUSTICE STATISTICS

The following programs are sponsored by the Office of Juvenile Justice and Delinquency Prevention (OJJDP), Department of Justice.

2003 Census of Juveniles in Residential Placement (CJRP). We added 27 facilities to the universe, bringing the total to 3,680 facilities. This breaks out to 1,244 public and 2,436 private facilities.

We have received 2,749 submissions (75%). We conducted a second mailout for single reporters and began nonresponse calls to central reporters. There are 16 public and 76 private facilities that are permanently or temporarily closed. Eight public and 26 private facilities are out of scope. Project staff has keyed 2,133 forms. Staff began editing forms. To date, staff has edited 197 forms.

National Juvenile Directory Program. Staff continues to update the directory with changes received during the processing of the 2003 CJRP data.

Juvenile Probation Surveys

Census of Juvenile Probation Supervision Offices (CJPSO). OJJDP continues work on the OMB package. We continue to suspend all work for this survey pending OMB approval.

Census of Juveniles on Probation (CJOP). OJJDP continues work on the OMB package. We continue to suspend all work for this survey pending OMB approval.

SECTION 3. INFORMATION SYSTEMS AND FEDERAL PROGRAMS AREA (ISFPA)

Federal Assistance Award Data System (FAADS). We received and completed processing 35 (of 43) data files for the fourth quarter of FY 2003. We continue to process an additional four files for that quarter.

We received the HUD file for the first quarter of FY 2004.

Consolidated Federal Funds Report (CFFR) and Federal Aid to States (FAS). Staff provided 23 FAADS data files for initial CFFR processing. Data edits and analytical displays are complete for 20 of them. Staff processed the first 10 of 22 annual CFFR (only) data files. Staff received and completed initial processing for 42 of the 59 FY 2003 annual FAS files.

Federal Audit Clearinghouse (FAC). Staff brought the first of two new scanning workstations online and provided NPC staff training on the system.

Staff updated the draft Federal Register Notice (FRN), responding to comments on the revised Form SF-SAC. Staff completed and forwarded copies of the new form, form instructions, and FRN responses to OMB for review.

Staff traveled to NPC to assist with the cognizant agency research, implementation of revised processing procedures, and imaging of the audits where the DOEd is assigned cognizance.

Staff continues working with and answering questions from the DOC/OIG staff in connection with their nearly completed review of the FAC database and supporting computer systems.

NETWORK ADMINISTRATION

Staff responded to and resolved more than 57 IT–Remedy hardware and software trouble calls during the month. An untracked number of trouble calls were responded to for users who did not use the IT–Remedy system. Staff continued to provide client and server support to the division with numerous client-side upgrades, installations, and repairs.

Research, planning, and work for the migration of the Harvester Internet Server to the new hardware configuration and Windows Server2003 continued. The gov09web replacement server was built. The new server, named gov09webcl, connects to a new dedicated database server named gov09db. Both systems are built on the Windows 2003 Server platform and were named to comply with the Bureau’s proposed Network Naming Convention IT Standard. Detailed system build and configuration documentation was created. Tests will be conducted before a complete migration to the new servers takes place. Replacement of the Harvester server has begun. We are planning another meeting with TCO and Security to further discuss required accounts in, and connections to, the Bureau’s Active Directory before continuing.

The staff researched and applied Microsoft Security Patch MS04-003 to the appropriate servers in GOVS.

DATABASE ADMINISTRATION

Staff completed the development and testing of procedures and scripts to extract Quarterly Tax data from its associated database on Harvester and to transfer and import it to the appropriate internal production database. These procedures have been placed into production.

Staff continued developing and testing a new password verification process in Oracle for the Single Audit dissemination database residing on Harvester. This verification process will work in conjunction with the Image Management System application.

Migration of all databases residing on the GOVS09WEB Intranet/Internet Test server to the new GOVS09DB Intranet/Internet Test Database server was completed and tested successfully. The new GOVS09DB is the database server portion of the new configuration for the division’s Intranet and Internet servers.

INTERNET ADMINISTRATION

The division had the following releases to the Intranet during the month:

- Updated ADC page;
- Updated PFABA, PFABB, EB, ISB, and GOSP branch pages;
- Updated GOVS roster;
- Pay Period 26 Reported Time Work Reports;
- December Activity Report.

The Internet staff developed several WebTrends reports for different directories on Harvester.